



## City of Austin - JOB DESCRIPTION



### Austin Resource Recovery Crew Leader

<b>FLSA:</b>	Standard/Non-Exempt	<b>EEO Category:</b>	(80) Serv/Maint
<b>Class Code:</b>	18189	<b>Salary Grade:</b>	RD0
<b>Approved:</b>	June 11, 1998	<b>Last Revised:</b>	September 08, 2014

#### Purpose:

Under general supervision, supervise employees in the field engaged in the recovery and processing of resources such as trash, recyclables, brush, yard trimmings, bulk, dead animals, street cleaning activities, litter collection and household composting items. As required for Position: Licensed for endorsements within ninety (90) days of employment.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following.
1. Complete Supervisor Training Academy program within Two (2) years of hire
2. Develop, coordinate, assign, monitor schedules and activities between work groups in field
3. Review work of other crew members for completeness and quality
4. Ensure vehicles, equipment and material are maintained and repaired timely
5. Investigate and respond to complaints from employees and the public
6. Write memos and prepare reports as needed
7. Record data on appropriate forms and logs
8. May assist with entering data into system
9. Perform the tasks of Austin Resource Recovery Associates, Operators and Specialist Seniors as needed
10. Act as backup to the Supervisor as determined by Management
11. Other duties as assigned

#### Responsibilities - Supervisor and/or Leadership Exercised:

Provide assistance and information to the crew's Supervisor as required  
Coordinate the work of employees to ensure the crew's assigned results are met  
Fill in for Supervisor in their absence

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.  
Knowledge of or ability to learn Austin Resource Recovery processes, policies, and procedures  
Knowledge of equipment and vehicles used in waste services  
Skill in reading and writing English necessary to the level of tasks performed  
Ability to understand and follow oral and written instructions in English including manuals and instruction panels  
Skill in directing and assigning work to others  
Oral and written communication skills necessary for providing instruction and feedback  
Ability to train or assist in the training of employees as required by Management  
Ability to understand and communicate safety procedures  
Resolve conflicts  
Ability to read, understand and follow maps and mapping directions.

#### Minimum Qualifications:

High school diploma or GED AND Four (4) years of driving experience with a Commercial Driver's License (CDL) in Waste Management or related industry including two (2) years driving specialized Waste Management or related industry equipment

OR

High school diploma or GED AND Six (6) years of Commercial Driver's License (CDL) in any industry

#### Licenses and Certifications Required:

Current Class B\* Commercial Driver's License

\*Must obtain a Class A Commercial Driver's License and or required endorsements within ninety (90) days of employment as required by position.

To be considered for employment in this position applicants must comply with Department of Transportation Federal Regulations and the City of Austin Drug Policy

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.